Defense Travel System

A New Era of Government Travel

MFR LDTA Office

Overview

- Finance Office - 3 phase transition
  - Routing List (RL) & Profile default RL must change

- Main topics of this lesson include:
  - Identify available resources
  - Identify ODTA responsibilities
    - Manage organization’s DTS Permissions
    - Regulations – new MCO

3 Phases published in TAN

- Started 3 Jan 2014 and must be complete by 31 May 2014
  - DTS will back up phase three initial actions to mid-April

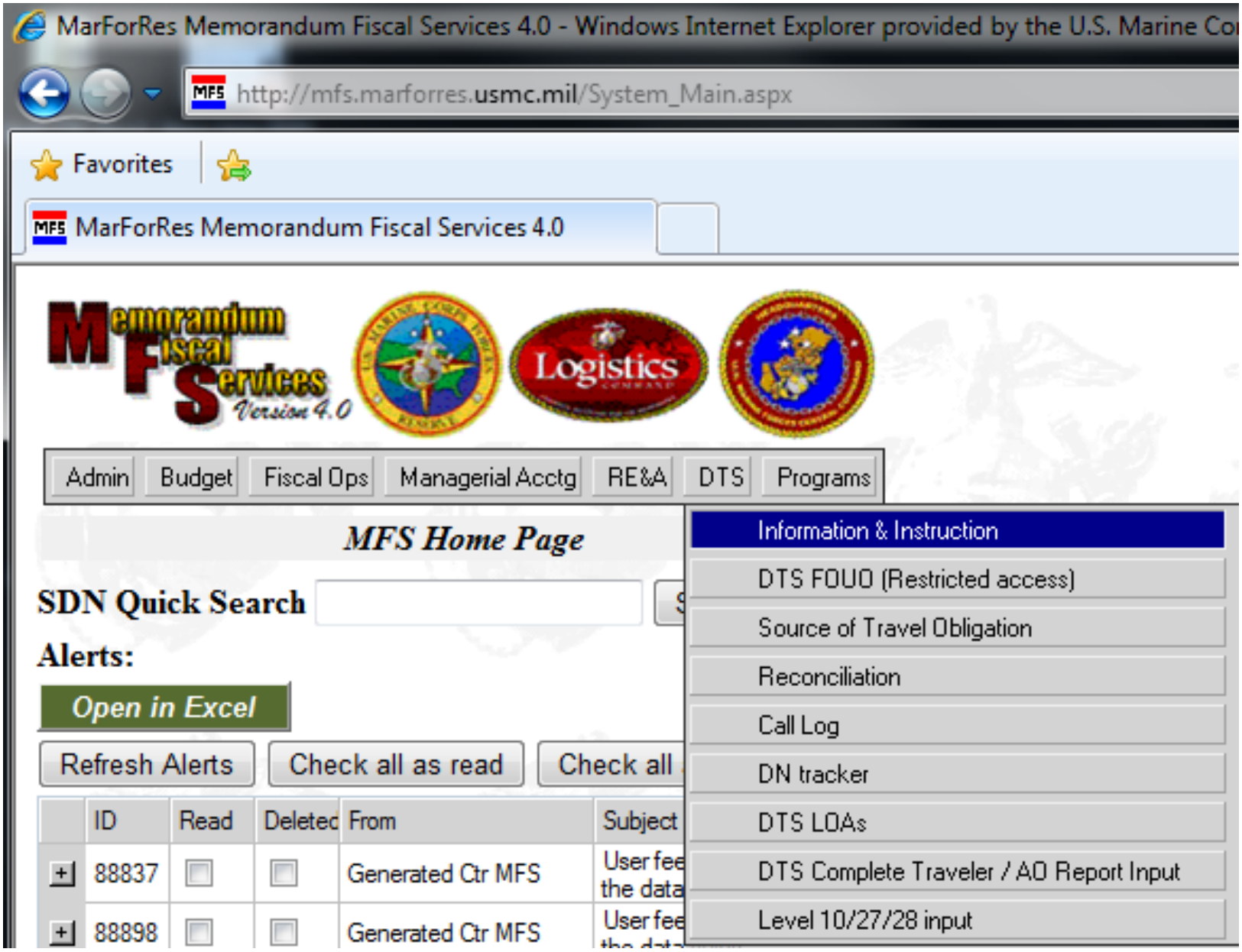
- Grouped by MSC (mostly)
  - Exceptions: Med Bn followed Tank BN to CLNC

  ISB Companies followed HQ's to Quan

5 Finance Offices

- Based on work load & manpower
-

- DIVISION > Camp Lejeune
- FHG > San Diego
- WING > Camp Pendleton
  & CLR-4
- MLG > Parris Island
- MFR Staff/HQ > Quantico


MarForRes Memorandum Fiscal Services 4.0 - Windows Internet Explorer provided by the U.S. Marine Co
http://mfs.marforres.usmc.mil/System_Main.aspx
Favorites
MarForRes Memorandum Fiscal Services 4.0
Memorandum Fiscal Services Version 4.0
Logistics
Admin
Budget
Fiscal Ops
Managerial Acctg
RE&A
DTS
Programs
MFS Home Page
SDN Quick Search
Alerts:
Open in Excel
Refresh Alerts
Check all as read
Check all
ID
Read
Deleted
From
Subject
88837
Generated Ctr MFS
User fee
the data
88898
Generated Ctr MFS
User fee
Information & Instruction
DTS FOUO (Restricted access)
Source of Travel Obligation
Reconciliation
Call Log
DN tracker
DTS LOAs
DTS Complete Traveler / AO Report Input
Level 10/27/28 input

Memorandum Fiscal Services Version 4.0

Admin | Budget | Fiscal Ops | Managerial Acctg | RE&A | DTS | Programs

Information and Instructions

Select MRI M67861

Section 1 Filters

Select Menu Item DTS

Section 2 Information and Instructions

Section Header	
DEFENSE TRAVEL SYSTEM (DTS)	
Subsection Header	
TRAINING	
FORMS	
GENERAL INFORMATION	
ORDERS AND DIRECTIVES	
Subsection Header	
MCOs, MARADMINs, ALMARs, WHITE LETTERS	
LINKS	
Subsection Header	
WEBSITES	
TIPS	

Section Header	
DEFENSE TRAVEL SYSTEM (DTS)	

Subsection Header	
TRAINING	

Link URL	Link Upload Date
TRAVEL POLICIES (Required Training for Approving Officials) via TRAX / DTMO PASSPORT	7/8/2011
APPROVING OFFICIAL CLASS WITH RECEIPT EXAMPLES 100225	2/25/2010
ROUTING OFFICIAL AND AO SLIDES	3/18/2011
DEFENSE TRAVEL ADMINISTRATORS	5/21/2012
COL TRAINING WITH QUESTIONS	5/21/2012

FORMS

Link URL	Link Upload Date
XORG WORKSHEET	7/18/2013
NEW DD577 FEB 2011	3/31/2011
BLANKET TAX EXEMPT FORM	1/27/2011
IN AND AROUND MILEAGE STATEMENT	1/27/2011
LOST RECEIPT STATEMENT	5/21/2012
DD FORM 577, BLOCK 14 TEMPLATES	7/9/2013

GENERAL INFORMATION

Link URL	Link Upload Date
DTS AND LEAVE	3/4/2010
FISCAL AND DTS - MARCH 2011	3/31/2011
DATABASE FOR IMPORTING COMPLETE TRAVELER AND AO ROUTING LIST INTO MFS	3/12/2013
ACCESSING TRAINING FOR AO/CO (COL)	12/28/2009
ROLES GUIDANCE	6/11/2012
Taxi Fare Computation (vs terminal parking)	5/21/2013

ORDERS AND DIRECTIVES

Subsection Header

MCOs, MARADMINs, ALMARs, WHITE LETTERS

Link URL	Link Upload Date
MCO 4650.39 DEFENSE TRAVEL SYSTEM (DTS)	8/10/2011
MARADMIN 515/023 - MANDATORY SPLIT DISBURSING WHEN USING THE GTCC	8/10/2011
MARADMIN 291/12 - DEFENSE TRAVEL SYSTEM (DTS) VOUCHER APPROVAL PROCESS	6/1/2012

LINKS

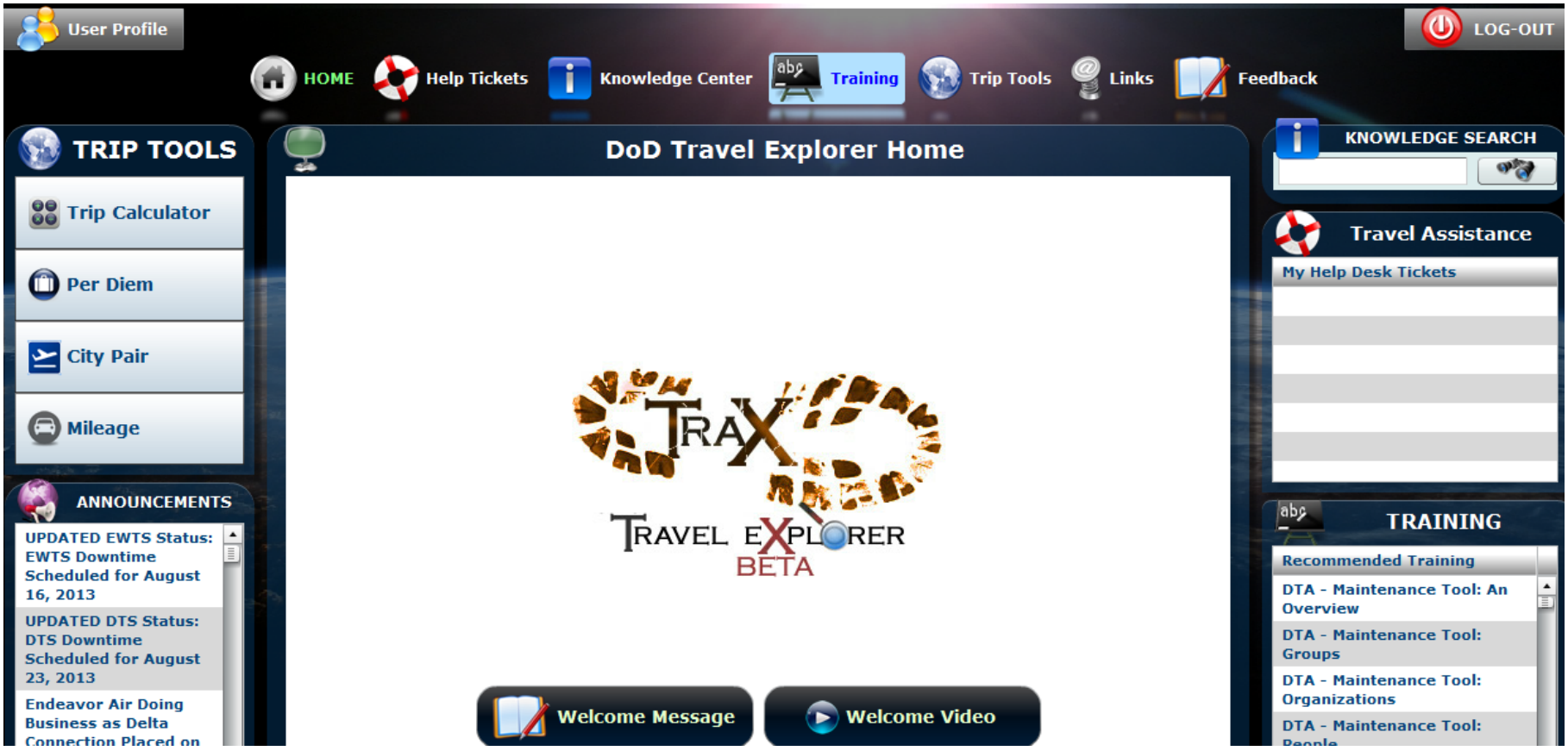
Subsection Header

WEBSITES

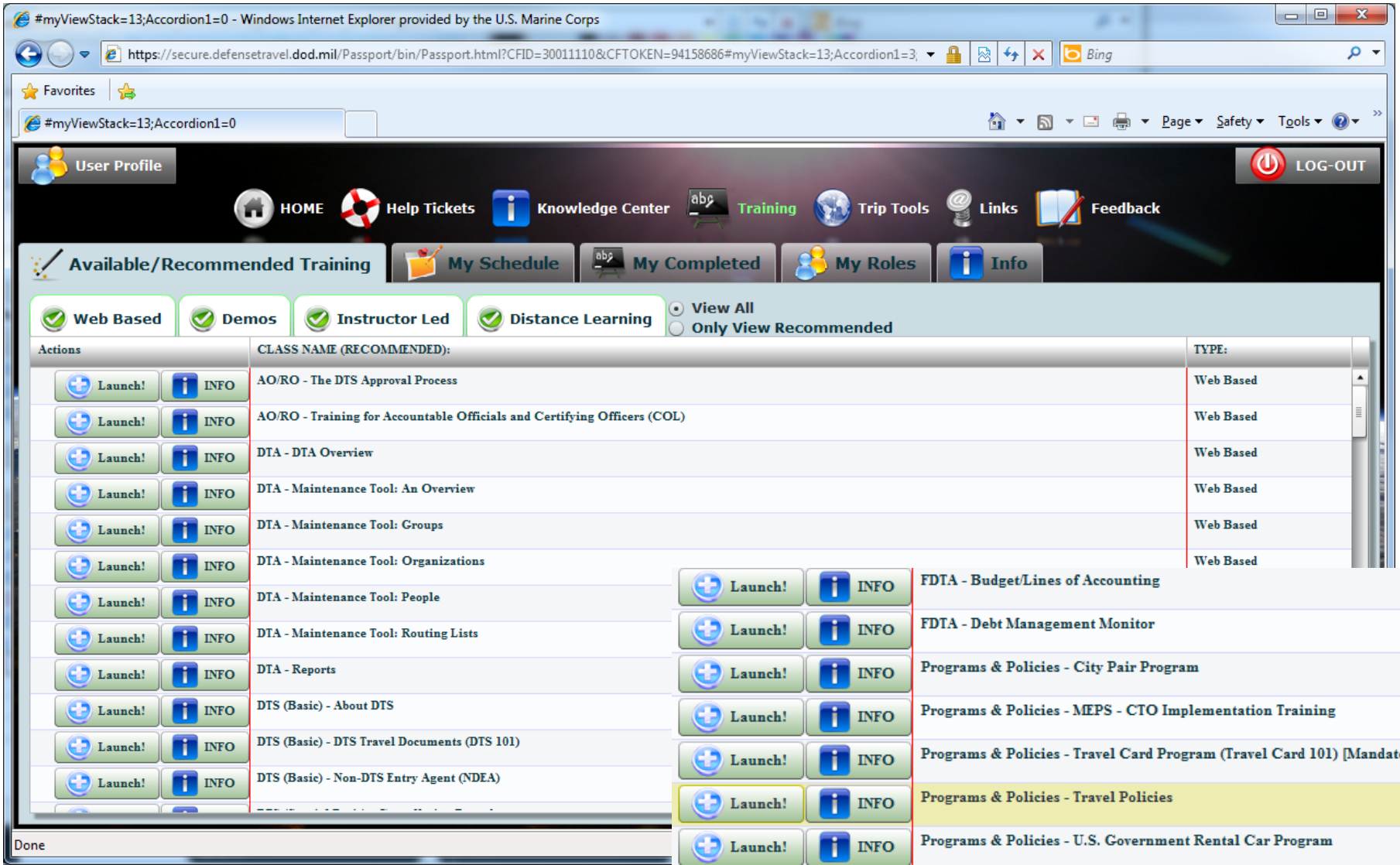
Link URL	Link Upload Date
SABRS - STANDARD ACCOUNTING AND BUDGETING REPORTING SYSTEM	8/10/2011
DFAS - DEFENSE FINANCE AND ACCOUNTING SERVICE	8/10/2011
DEFENSE TABLE OF DISTANCE (DTOD)	8/17/2011
DTS - DEFENSE TRAVEL SYSTEM	8/10/2011
MARFORRES FORCE ORDERS	8/15/2011
MY TRIP AND MORE (airfare)	8/10/2011
TRAX - TRAVEL EXPLORER	8/10/2011

TraX

- Windows Internet Explorer provided by the U.S. Marine Corps
https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=30011110&CFTOKEN=94158686#
Bing
Favorites
Page
Safety
Tools
DTMO Passport Account Login
Login/E-Mail Address
Password
Password Login
CAC Login
Please be sure that your CAC is in the reader.
Register
Done
Trusted sites | Protected Mode: Off
100%


User Profile
LOG-OUT
HOME
Help Tickets
Knowledge Center
Training
Trip Tools
Links
Feedback
TRIP TOOLS
Trip Calculator
Per Diem
City Pair
Mileage
ANNOUNCEMENTS
UPDATED EWTS Status: EWTS Downtime Scheduled for August 16, 2013
UPDATED DTS Status: DTS Downtime Scheduled for August 23, 2013
Endeavor Air Doing Business as Delta Connection Placed on
DoD Travel Explorer Home
TRAX
TRAVEL EXPLORER
BETA
Welcome Message
Welcome Video
KNOWLEDGE SEARCH
Travel Assistance
My Help Desk Tickets
TRAINING
Recommended Training
DTA - Maintenance Tool: An Overview
DTA - Maintenance Tool: Groups
DTA - Maintenance Tool: Organizations
DTA - Maintenance Tool:

AO/RO Training…(COL) & Program & Policies – Travel Policies



Organizational Defense Travel Administrator

- Responsible for daily administration of DTS at organizational level
- Primary point of contact for subordinate organizations
- Marine or DOD civilian; not a contractor
- Appointed by commander using DD Form 577
- COL & Travel Policies Training

- Next MCO, expect additional paperwork, to be and ODTA and in the routing list (either from MFR Commander or first O-6 in your chain of command)

Training Requirements

- Training shall be completed within 3 months of appointment and annually
- Annual refresher must be USMC DTS Curriculum except AOs, who can use USMC DTS Curriculum or Travel Policies, on TraX
- Travelers can use DTS 101 on TraX or USMC DTS Curriculum

Training Requirements

- ODTA: ODTA, Travel Regulations, AO
- AO: AO, Travel Regulations, COL
  - AO refresher can be USMC DTS AO Training or Travel Policies training on TraX
- Routing Official: Travel Regulations & encourage COL
- *Traveler: DTS Traveler or DTS Travel Documents (DTS 101) on TraX*

ODTA’s Responsibilities

- Ensure organization information is up-to-date in DTA Maintenance Tool
- Conduct profile and routing list maintenance
- Routing lists shall contain more than one official at each level

Permission Levels

Level	Permissions – Allows User to:
0	Create travel documents and standard reports
1	View budget information; view LOAs; access the DTA maintenance tool and reports
2	Route and Review module; change default stamp when signing documents; provided to AOs and ROs
3	Edit budget information; request budget reports; view and edit EFT information for traveler's permanent profile
4	Access to the Centrally Billed Account (CBA) module
5	Access the DTA maintenance tool to create, view,

Permission Levels

Level	Permissions – Allows User to:
6	Headquarters, base, or site to manage DTS-related financial
Organization	Allows the user to maintain resources for organizations in the DTA Maintenance Tool
Group	Allows the user to view, create, and edit travel documents for others; every traveler must belong to at least one group

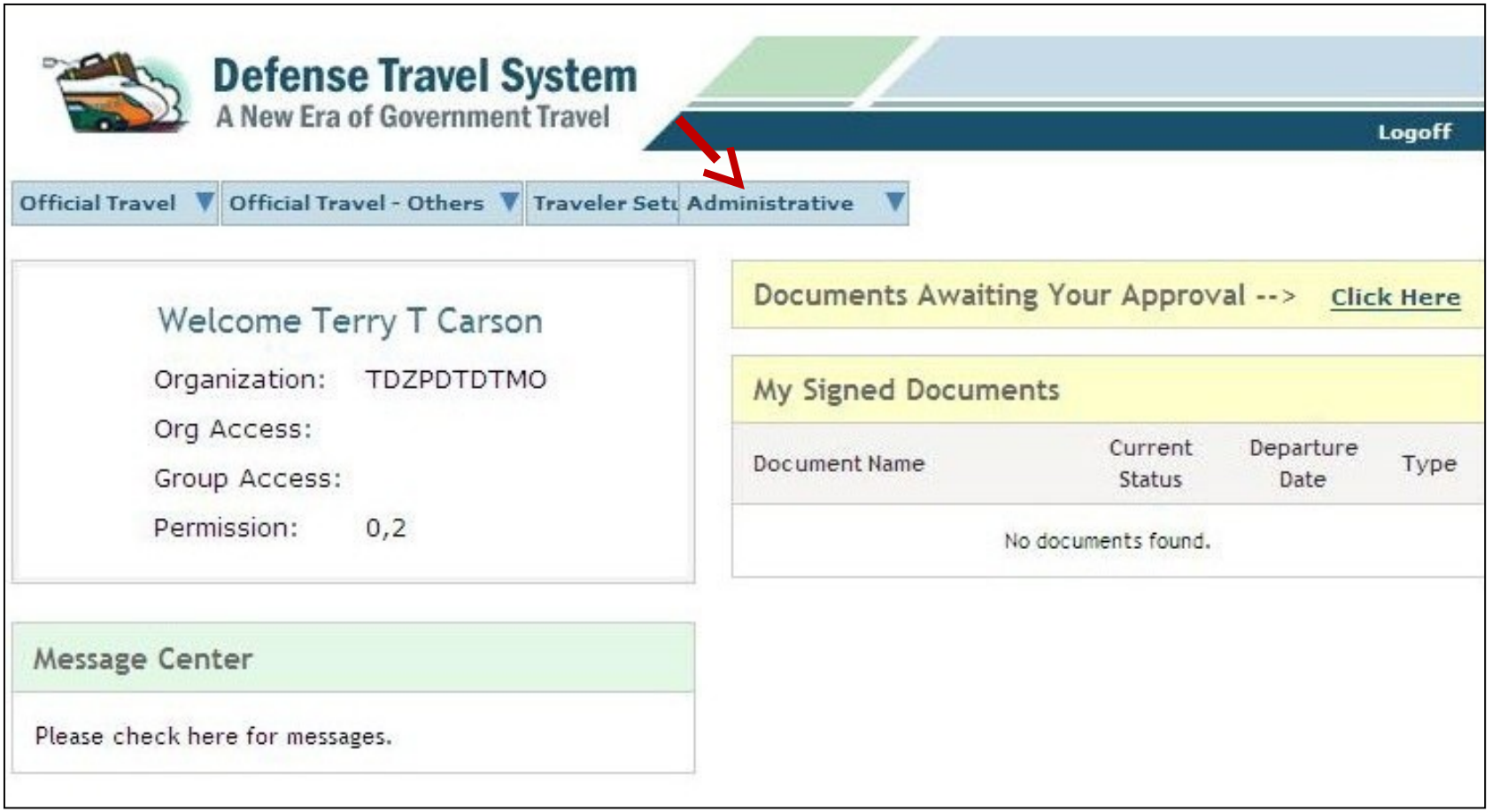
Roles and Permissions

Role	Permission Level (s)
LDTA	0, 1, 2, 3, 4, 5, 6; Organization and Group, Approval Override, DMM, SAO, NDEA (T-Entered)
ODTA	0, 1, 5; T-Entered; Organization and Group access
FDTA	0, 1, 2, 3, 6; Organization and Group access
AO, RO	0, 1, 2; Organization and Group access
NDEA	0, 2; NDEA (T-Entered); Group access
SAO	0; Self-AO Approval
RO	0, 1, 2; Organization and Group access
PPR	0; Organization and Group access
DMM	0, 6; DMM; Organization and Group access

Permissions, Roles

- Organization and Group access allows:
  - Access to Personally Identifiable Information
  - Must be appointed in DTS as accountable position
- As a result, personnel not properly appointed shall not have group or organization access

DTA Maintenance Tool



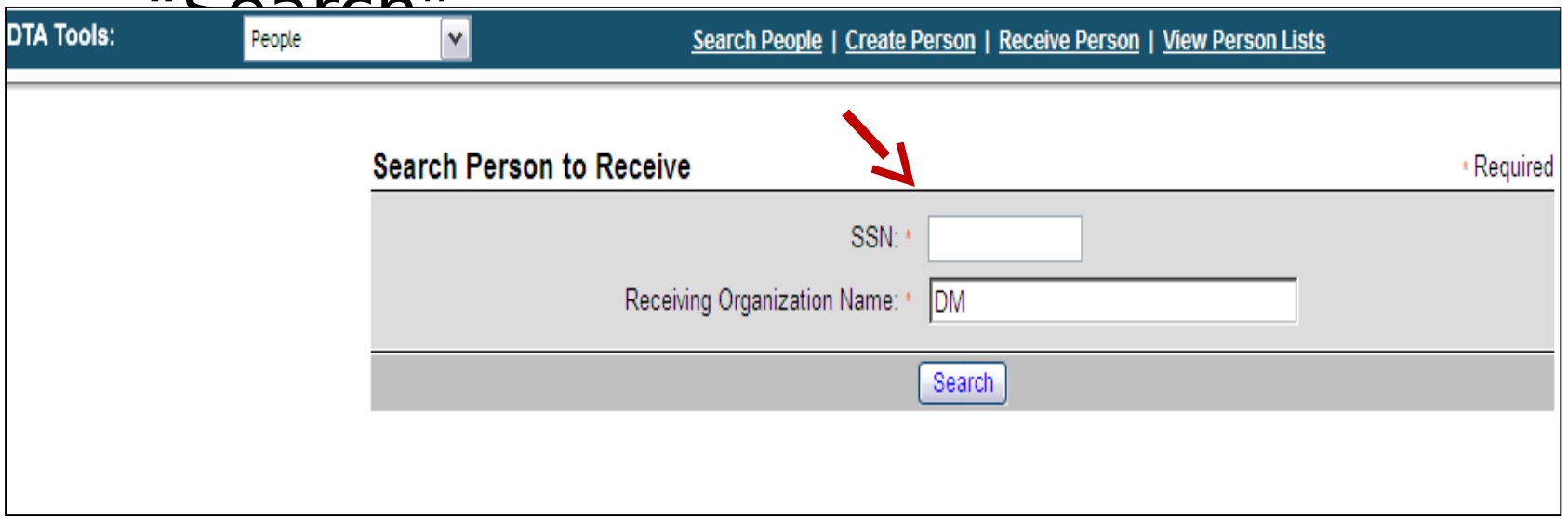
Detach, Receive Travelers

- All personnel check in/out ODTA
  - Ensure detached using DTA Maintenance Tool
  - Do not detach if document in progress

  ("DUE US", "Due Process Served" or "Pay Collection" status, contact the DMM)
- When a profile is detached, the following roles stay with the person and must be de-selected to prevent the role from automatically following the person to their next location:
  - NDEA
  - SAO
  - Approval Override

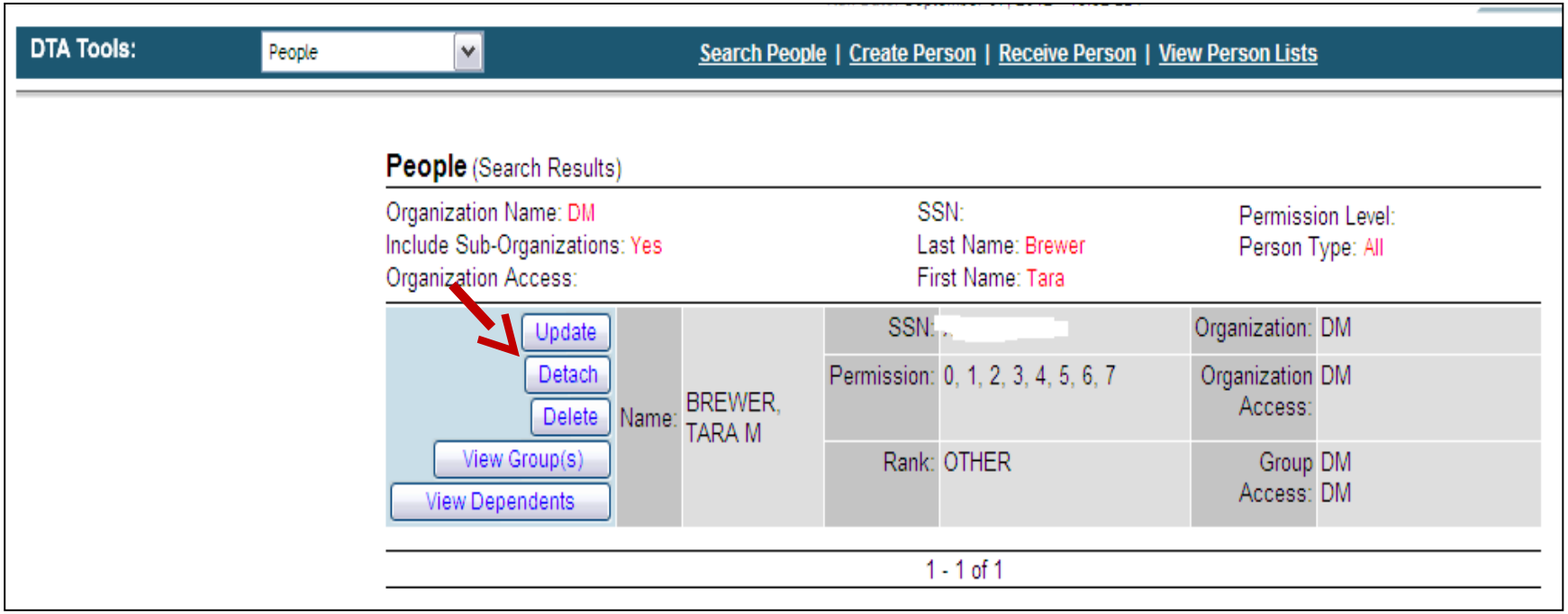
Receiving Travelers

- In the DTA Maintenance Tool:
  - Enter Traveler's SSN and Receiving Organization Name, then select "Search"



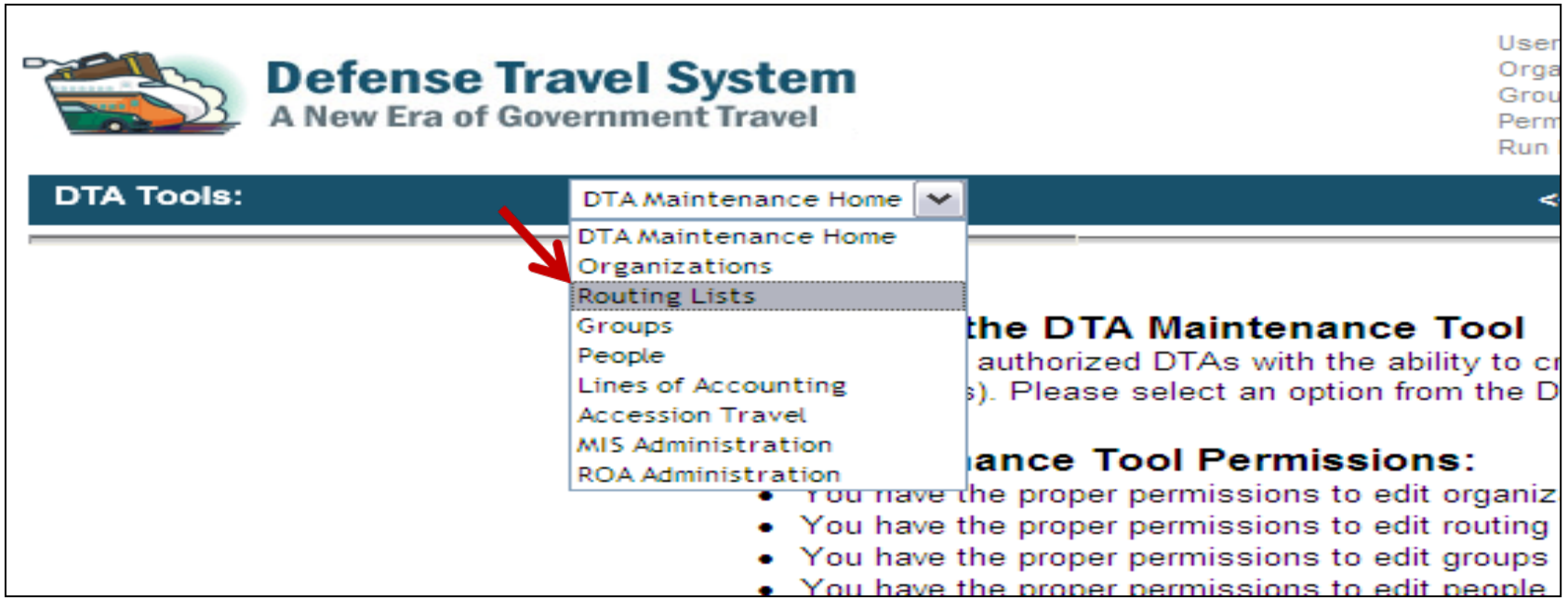
Detaching Travelers

- Click “Detach” next to the traveler



Create a Routing List

- Select “Routing Lists”



DTA - People

People (Search Results)

Organization Name: TDZKMB
Include Sub-Organizations: Yes
Organization Access:

SSN:
Last Name:
First Name:

Permission Level:
Person Type: All

Update Detach Delete View Group(s) View Dependents	Name:	Carson, Terry A	SSN:	XXXXX4103	Organization:	TDZKMB
			Permission:	0, 1, 2	Organization Access:	TDZKMB
			Rank:	MO-02	Group Access:	(All)
Update Detach Delete View Group(s) View Dependents	Name:	Carson, Terry T	SSN:	XXXXX4108	Organization:	TDZKMB
			Permission:	0	Organization Access:	No Org Access
			Rank:	ME-04	Group Access:	None
Update Detach Delete View Group(s) View Dependents	Name:	Carson, Terry D	SSN:	XXXXX4113	Organization:	TDZKMB
			Permission:	0, 1, 2, 3, 4, 5, 6, 7	Organization Access:	TDZKMB
			Rank:	ME-06	Group Access:	(All)

Reports

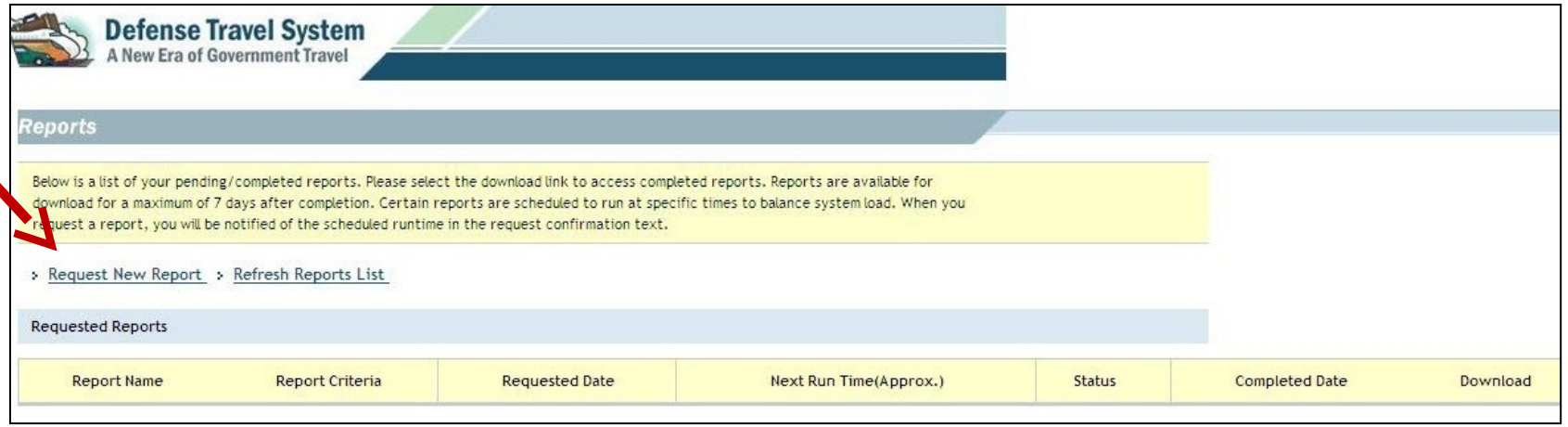
- Reports smooth out DTS management:
  - Prevent delays
  - Ensure documents are timely processed
- Organization access required
- Complete search criteria screen

Reports

- DTS Report Scheduler:
  - Creates reports on DTS travel documents
  - Be specific for focused report
  - Generates reports at scheduled time
  - Notifies requestor by email when complete
  - Retrieve from DTS website
  - Maintain reports for current plus previous year

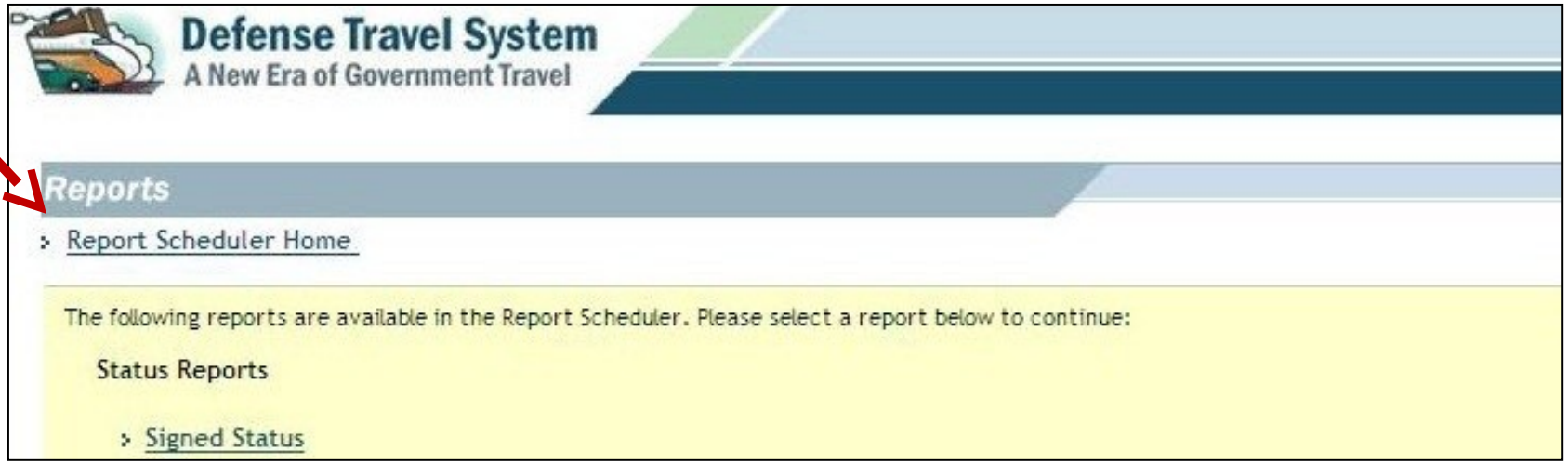
Reports

- DTS Report Scheduler:
  - Click on “Reports” tab, “Request New Report”


Defense Travel System
A New Era of Government Travel
Reports
Below is a list of your pending/completed reports. Please select the download link to access completed reports. Reports are available for download for a maximum of 7 days after completion. Certain reports are scheduled to run at specific times to balance system load. When you request a report, you will be notified of the scheduled runtime in the request confirmation text.
Request New Report
Refresh Reports List
Requested Reports
Report Name
Report Criteria
Requested Date
Next Run Time(Approx.)
Status
Completed Date
Download

Reports

- DTS Report Scheduler:
  - Select link for report
  - Complete search criteria
  - Select “Submit”


Defense Travel System
A New Era of Government Travel
Reports
Report Scheduler Home
The following reports are available in the Report Scheduler. Please select a report below to continue:
Status Reports
Signed Status

Reports

- Run these reports through DTS Report Scheduler:
  - Routing Status Report - weekly
  - Unsubmitted Voucher Report - weekly
  - Depart Status Report – weekly, end of week

  Complete Traveler Information List - monthly

Reports

- Run these reports:
  - Complete Traveler Information List – quarterly
    - Government Charge Card Data Settings

	Cardholder	Non-Cardholder
Gov't Charge Card Holder	Yes	No
Advanced Authorization	Card Holder	Advance Auth, Full Advance, or No Advance
Mandatory Use of GOVCC	Non-Exempt	Exempt

Provide Tier I Assistance

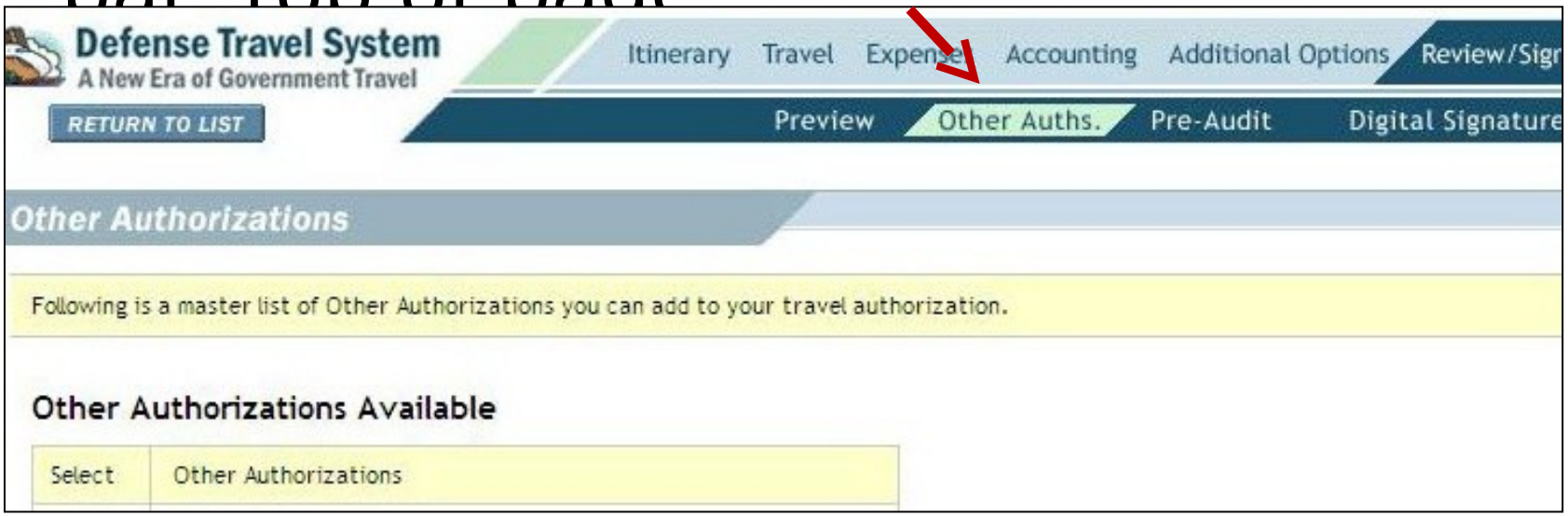
- Resources to be employed:
  - Lesson Plans/Training Materials
  - Links to other sites; see http://www.defensetravel.dod.mil/site/links.cfm
  - Frequently Asked Questions (FAQs); see
  - http://www.defensetravel.dod.mil/site/pdcFAQs.cfm
  - Marine Corps DTS Portal; requires MCEITS access; see https://ips.usmc.mil/sites/dts

Role of the AO

- Determines when travel is mission essential
- Authorizes travel, authorizes funds to be obligated, approves travel expenses
- Ensures vouchers completed within 5 days
- Personally and financially liable because obligates funds and certifies payments (SPP and Adv only;

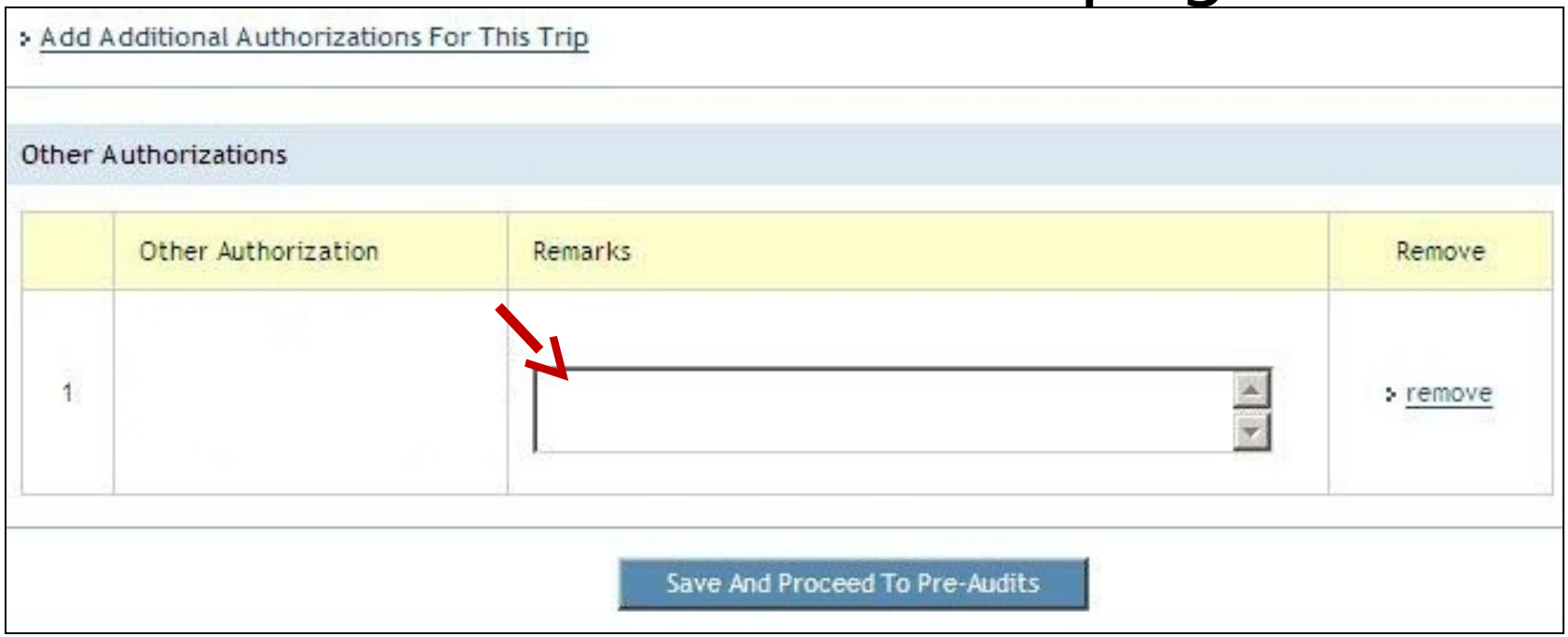
Teleconference Statement

- To add Teleconference Statement: While in DTS Authorization, click on “Other Authorizations” tab in menu bar, top of page



Teleconference Statement

- When screen opens, scroll down, find “OTHER” block and click on it
- Scroll down to bottom of page and



Questions?

- Mytripandmore.com
- Where’s my document
- Chain of Command
- IDT – local vouchers